



Litoměřice Archives Online

Czechia “How to” Guide, Intermediate Level: Instruction

November 2021

GOAL

This guide will teach you how to navigate the online Czech records in the Litoměřice Archive and how to access them.

INTRODUCTION

The majority of church records in Czechia have been digitized and put online for the use of the public. Each archive has its own website, and you will need to learn how to use each individual archive. If the records you are looking for are found in the Litoměřice Online Archive, this guide will be of use to you in navigating their website.

In order for this guide to be most useful to you, you will already need to know the parish of the locality that you are researching. It would be helpful to have completed the Genteam “How to” Guide before starting this “How to” Guide.

You may want to consult the following “How to” Guides before continuing:

- Genteam “How to” Guide

HOW TO

Steps for Searching:

There are other records available in the Litoměřice Archive; however, this “How to” Guide focuses on finding church records. Explore the other databases (see

1. Go to vademecum.soalitomerice.cz.
2. Choose your preferred language by clicking on the **flag** icon in the upper right-hand corner. The site is available in Czech, English and German. To select English, click on the **flag** in the upper right-hand corner, and then click on the **British flag**.
3. To search for church records, you’ll use the right sidebar, where you can filter search results and enter a parish name. Alternatively, you can also enter the parish name into the large box at the top. The right sidebar has a variety of different options , you can filter search results using a variety of different options as described below.
 - a. **Only with Digitized Attachments:** to search only for documents with digitized attachments, click on the toggle to change it from red to green.
 - b. **Database:** the database option allows you to select what you would like to include in your search. The various databases are represented by an icon, which are shown below. Icons with a green bar beneath them appear in your search results, while icons with a red bar do not. Click on an icon to add or remove it

from your search. The default search settings are set to search everything excluding archival fonds and archival aids. If you would like to search specifically for church records, click on the other icons to change them from green to red. Be sure the tree icon, or **Vital Records**, has a green bar underneath.



1. **Archival Funds:** archival files or collections.
2. **Archival Aids:** inventories, catalogs, etc. to help you locate information in the archive.
3. **Inventory Entries:** electronic versions of the archival aids.
4. **Photo archive:** photography collection.
5. **Vital Records:** church and civil registers
6. **Maps and Plans:** historic maps and plans.
7. **Charters**
8. **Chronicles:** chronicles for church, private, societies, school, etc.
9. **Address Books:** city directories
10. **Census:** 1921 census, prior censuses have been preserved sporadically and are gradually being digitized.
11. **Land Records:** land books, land registers, and lists of subjects.
12. **Registers:** inhabitant registers, cemetery registers, cremation books, etc.
13. **Business and Trade Registers**
14. **Manuscripts**

- c. **Archives:** filter by archive. The default search settings are set to search all archives.
- d. **Registers:** Under the register option, you have the choice to search by Geographical register or personal register. You can also enter these search terms in the main search box at the top of the page.
- e. **Time:** the time option allows you to narrow your search by time-period. To do so, click on the toggle to change it from red to green and enter your year ranges.

- f. **Specific Selection of Parish Registers:** the specific selection feature allows you to search for a specific location or archival call number. Under **Choose location** you can type in the name of the parish and under **Type** you can select what kinds of records (birth, marriage, death) and what religion you are looking for. The additional boxes can be used to input information like the archival call number, if you happen to already know the archival number for the record you need.
4. After you have entered your search terms and selected your search parameters (if you are searching specifically for church records, be sure you have unselected other databases and selected the option **Vital Records** (the tree icon). Click the **Search** button in the upper right corner of your screen.
5. Search results will appear as illustrated in the screenshot of vital record results for Hrobschitz below.

FOUND RESULTS

1 Total : 14 (14) Default order 12 Save selection

MATRIKA Státní oblastní archiv v Litoměřicích - Archivní odbor

N, O • inv. č. 197 • sig. 5/1 • 1591 - 1727 • Bílina, Braňany, Břešťany, Břežánky, Červený Újezd, České Zlatníky... 1591 - 1727

Bílina, Braňany, Břešťany, Břežánky, Červený Újezd, České Zlatníky, Dobručka, Dříněk, Hetov, Hořelec, Hrobčice, Chotovenka, Chotovice, Chouč, Chrámec...

MATRIKA Státní oblastní archiv v Litoměřicích - Archivní odbor

N, O, Z • inv. č. 221 • sig. 5/14 • 1680 - 1731 • Bílina, Braňany, Břešťany, Břežánky, Červený Újezd, České Zl... 1680 - 1731

Bílina, Braňany, Břešťany, Břežánky, Červený Újezd, České Zlatníky, Dobručka, Dříněk, Hetov, Hořelec, Hrobčice, Chotovenka, Chotovice, Chouč, Chrámec...

MATRIKA Státní oblastní archiv v Litoměřicích - Archivní odbor

N, O • inv. č. 4985 • sig. 102/1 • 1642 - 1688 • Bečov, Červený Újezd, České Zlatníky, Dobručka, Hořelec, Hrobčice... 1642 - 1688

Bečov, Červený Újezd, České Zlatníky, Dobručka, Hořelec, Hrobčice, Charvatce, Chrámec, Korozluky, Lahovice, Libčevy, Lužice, Měrunice, Obrnice, Patok...

6. Each search result is contained in a teal, black, and white box. On the left side of the black section, you'll find the kind of database the record came from (Matrika = vital records) and the archive they are preserved in on the right. In this case, we have vital record results from the Regional Archives in Litoměřice. To the right of the database icon, you'll find an abbreviation for church record type, followed by the archival call number, date ranges of the record, and the location. Abbreviations for church record types can be found below:

- N = birth records
- I-N = index of births (handwritten index)
- O = marriage records
- I-O = index of marriages (handwritten index)
- Z = death records
- I-Z = index of deaths (handwritten index)

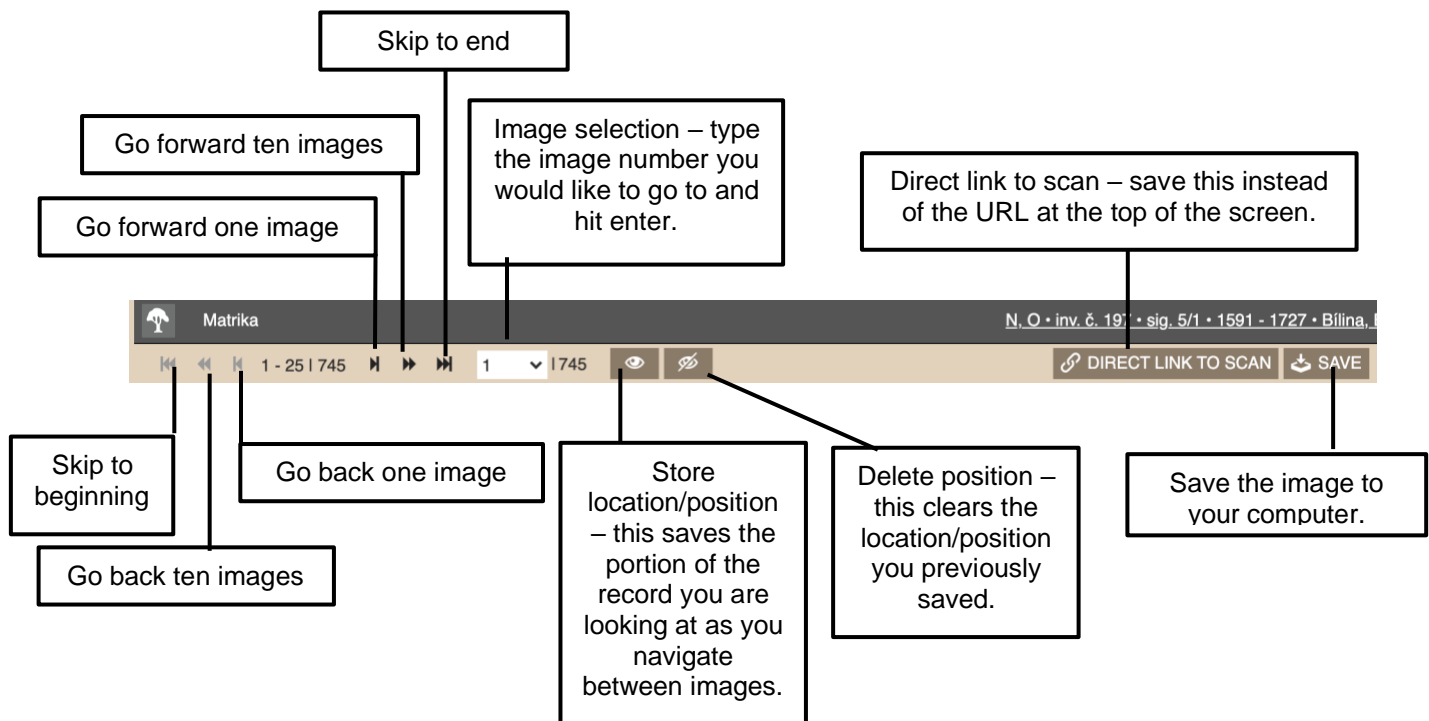
In the gray box on the left, the **paper clip** icon means that a digital record is available, while the **cart** icon will add the record to your print list. Note that those records with only

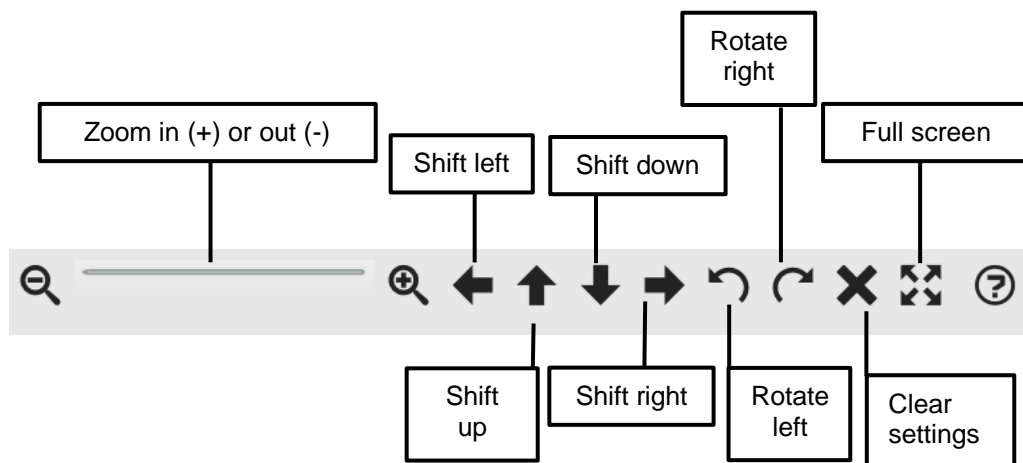
a cart icon mean those records are only available at the archive. The archival call number and information found on the entry page will help you locate the record within the archive.

7. To view more details about a record, click on it. Although the headings will be in English, some of the information may be in Czech. If using the Google Chrome browser, right click anywhere on the page and select the option, **Translate to English**. Below you'll find information about some of the headings.
 - Under the section, **Originator**, you'll find the name of the parish or civil registration office the records came from.
 - Under **Registry Type**, you'll find the type of records – whether church or civil. If they are church records, the religion will be listed. For example, *katolická* means Catholic.
 - Under the sections, **Time Span** and **Contents**, you'll find the date range of records included.
 - The **Jurisdiction** heading includes the place(s) in the record set.
 - **Notes** may include additional information about the record.

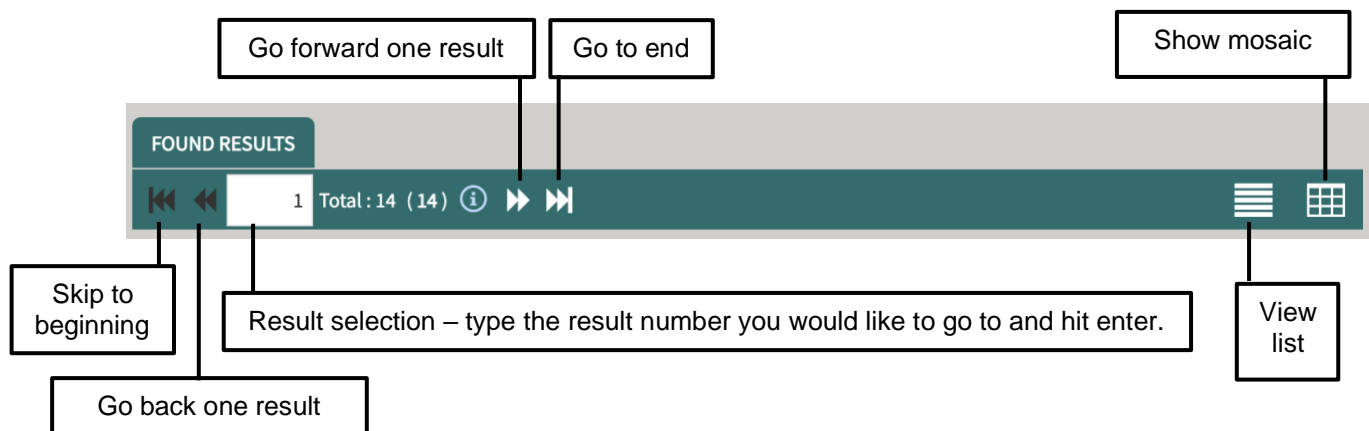
If there are digitized images available, you'll see a **thumbnail** with the number of scans available right below it. If there are not digitized images available, you can export the record details about the record to PDF by clicking on the PDF icon or save it to your list by clicking on the cart icon. Note there is also an option for a direct link to the page (link icon). These options are available for records with/without digitized images.

8. In the case there is a digitized record available, to view the actual record, click on the **thumbnail** of the record image, and a new tab will open. Use the controls at the top and bottom of the screen to navigate between records, zoom in/out, save the record to your computer, etc. See below for more information.





9. To continue browsing through other record books, return to the previous tab. Note that if you push the back button on your browser, nothing will happen. Rather, use the controls on the grey bar under **Found Results**.



PRACTICE

Using the instructions above, we will work together to find out what church records are available for the parish of Hrobschitz.

1. Go to vadumecum.soalitomerice.cz. If the site appears in Czech, click on the **flag** in the upper right-hand corner, and then select the **British flag**.
2. Type **Hrobschitz** into the search box at the top of the screen, or type it into **Choose location** under **Specific Selection**. Keep in mind that diacritics are not necessary. Before pressing the search button, adjust your search parameters by using the controls on the right.

3. We are looking for church records, so we'll focus our search on **Vital Records (the tree icon)**. Remove other databases from the search by clicking on them to change the bar underneath from green to red. Be sure the Vital records icon has a green bar beneath it. Leave the rest of the search terms as is. We'll search for all time periods, and both digitized and archival records. Press the **Search** button.
4. Search results will appear. In this case, you should have 14 results for various vital records.
5. Find the vital records for the years **1839-1886**. Note that there are birth (N), Marriage (O), and death (Z) records available, and there is also an index (I-N, I-O, I-Z) for all three available. Click on this entry.
6. Now, click on the entry to see more information. If needed, use Google Translate to help you read the information. Note that these are Catholic (*katolícká*) parish records, and both the birth, marriage, death and subsequent indexes span the years 1839-1866. There are 215 scans available, which can be accessed by clicking on the thumbnail image of the record.

ACTIVITY

Now, test your skills you have learned in this "How to" Guide. The Activity is a way to check your knowledge and let you know you've mastered the Guide! Click [here to try out the Activity](#).